CITY OF HOUSTON
Job Posting

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1	***Applications accepted from:*** **All Interested Personnel**

2	***Job Classification***	**Microcomputer Analyst**
3	***Posting Number***	**PN# 106198**
4	***Department***	**Houston Emergency Center**
5	***Division***	**Information Technology Services**
6	***Section***	
7	***Reporting Location***	**5320 N. Shepherd***
8	***Workdays & Hours***	**M - F, 7 a.m. - 4 p.m.*** ***Subject to change**

9   ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***

Monitors the department's computer and communication equipment; assists with installation, configuration, trouble-shooting, and user training and education. Installs personal computer hardware and software.

Coordinators installation, configuration, troubleshooting and user training and education for the department's computer and communications equipment.

Assists users in micro-to-server computer system linkage.

Monitors and evaluates all computer networks, ensuring proper work integration and effectiveness.

Uses personal computer software to develop and implement personal computer information systems.

Coordinates and presents in-house classes on computers and software; provides department follow-up training as appropriate.

Prepares and tracks microcomputer related purchase requisitions.

Handles special projects as assigned.

10   ***WORKING CONDITIONS***

The position is physically comfortable; the individual has discretion about walking, standing, etc. The position is in an office environment with occasional exposure to office chemicals and extensive use of computer video display terminal.

11   ***MINIMUM EDUCATIONAL REQUIREMENTS***

Requires a Bachelor's degree in Computer Science, Management and Information Systems, or a closely related field. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

12   ***MINIMUM EXPERIENCE REQUIREMENTS***

Two (2) years of professional experience in systems analysis, design, programming or a closely related field are required.

MINIMUM LICENSE REQUIREMENTS

13   None

14   ***PREFERENCES***

Preferences will be given to candidates with experience in Public Safety Systems, radio console support (Orbacom), and remote client support.

15   ***SELECTION/SKILLS TESTS REQUIRED***   None

16   ***SAFETY IMPACT POSITION***   ☒ Yes   ☐ No

If yes, the position is subject to random drug testing and if a promotional position, candidate must pass an Assignment drug test.

17   ***SALARY INFORMATION***

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

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Salary Range - Pay Grade 20
$1151 - $1574 Biweekly $29,926.00 - $40,924.00 Annually

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18   ***OPENING DATE***   August 10, 2005

19   ***CLOSING DATE***   Open until Filled

20   ***APPLICATION PROCEDURES***

Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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Telecommunication Device for the Deaf (TDD) Number is (713) 837-9496

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